



COMMON WORKSHEET¹ ERRORS

Worksheet Submission Errors

- A. Worksheets submitted for incorrect guidelines offenses.**
- B. Worksheets submitted for non-guidelines offenses.**
- C. Worksheets submitted for open cases.**
- D. Worksheets submitted for dismissed charges.**
- E. Worksheets submitted for sentence revocations.**
- F. Worksheets submitted for cases with deferred prosecution.**
- G. Worksheets submitted with additional court documents—*Judgment of Conviction, Certification of Status of Pending Cases, Written Explanation of Determinate Sentence*—unnecessarily attached.**

Worksheet Completion Errors

- A. Worksheets completed with factors checked as aggravating that would typically be considered mitigating.**
Example Factors: “No Criminal Record”; “Usually Employed”; “Same Employer for Extended Period of Time”; “Family Support or Other Support Network”
- B. Worksheets completed with factors checked as mitigating that would typically be considered aggravating.**
Example Factors: “Concealed or Altered Appearance”; “Bulletproof Clothing”; “Repeat Offender”; “Dangerous Weapon”; “Hate Crime”
- C. Worksheets completed with factors checked as both aggravating and mitigating.**
Example Factors: “Dealing for Profit / Not Dealing for Profit”; “Motivation (Need or Greed)”
- D. Worksheets completed without an option circled for factors with multiple options (indicated by “/”).**
Example Factors: “Minimal / Leader”; “Threat / Abduction / Restraint”; “Abused Position of Trust / Authority”; “Mental Health Problem(s) / Physical Health Problem(s)”; “Cooperated with Authorities / Prosecution”
- E. Worksheets completed where values were entered for factors with amounts, but not the effect (mitigating and aggravating).**
Example Factors: “Value of Loss”; “Age of Defendant”; “Amount of Cash”; “Weight of Drug”

¹ Worksheet, Version 2 (effective 7/1/2005)